



NEW ORLEANS POLICE DEPARTMENT OPERATIONS MANUAL

CHAPTER: 42.15

TITLE: ARREST CASE MANAGEMENT AND DISTRICT ATTORNEY SCREENING

EFFECTIVE: 10/01/2017

REVISED: Replaces A-Case Portion of Policy/Procedure 600

PURPOSE

The purpose of this Chapter is to outline the responsibilities for the delivery of arrest reports and consulting with the Orleans Parish District Attorney's Office in adult arrest cases which involve a violation of the Revised Statute(s) of the State of Louisiana.

POLICY

1. The New Orleans Police Department shall strive to present the best and most complete investigations possible in a timely manner for review by the Orleans Parish District Attorney's Office so an accurate and timely assessment can be made as to the correctness and appropriateness of the criminal charges filed, so sufficient evidence exists to establish probable cause for the charges, and so the subject(s) arrested are afforded due process and held responsible.

DEFINITIONS:

Definitions relevant to this Chapter include:

701—The status of a case indicating delinquent submission of the case for prosecution (Reference **Article 701 of the LA Code of Criminal Procedure** which gives deadlines for the filing of charges based on the level of offense and incarceration status).

A-Case—Adult state criminal charge arrest case.

A-Case Officer—A commissioned member of the NOPD assigned to a District or Division of the Field Operations Bureau who is responsible for ensuring that a complete investigative case file is compiled and presented for all adult State arrests made by officers assigned to that District / Division.

Buck Sheet / Buck Slip—Form used by an A-Case officer and Orleans Parish District Attorney's Office to document the status of a case through the screening process.

Screening Action Form (SAF)—The form the Orleans Parish District Attorney's Office uses to track the process of case screening for a prosecutorial determination of suitability of charges.

Screening division—The section of the Orleans Parish District Attorney's Office responsible for reviewing arrest case reports presented by NOPD officers for prosecution.

DUTIES AND RESPONSIBILITIES

Arresting Officer(s)

2. It is the responsibility of the officer(s) who makes an adult state arrest to complete the arrest report and submit it to his/her supervisor prior to the conclusion of the officer's tour of duty. (Refer to **Chapter 1.9 – Arrest** and **Chapter 82.1 – Incident Report/Field Report Writing Manual**).
3. If the arrest report is disapproved and returned for correction, the officer shall complete and correct the noted deficiencies and submit the corrected report to the reviewing supervisor prior to the conclusion of the officer's next tour of duty.
4. For purposes of this Chapter, arresting officers include all on duty commissioned members who make an arrest, as well as any officer working a police secondary employment assignment when an incident occurs that requires a police report to be written.

Patrol Supervisor(s)

5. The arresting officers' supervisors shall review and approve or disapprove each arrest report made by officers under their command, within 12 hours of submission (Refer to **Chapter 1.9 – Arrest**).
6. If the arrest report is disapproved, the reviewing supervisor must ensure the officer completes and corrects the noted deficiencies and submits the corrected report to the supervisor prior to the conclusion of the officer's next tour of duty.
7. Once the supervisor approves the arrest report, he/she shall immediately forward the report to the District / Division A-Case officer for processing.

A-Case Officer(s)

8. The District / Division A-Case Officer shall create a case file for each state arrest. The case file shall include:
 - (a) A tracking sheet to document the delivery and receipt of the arrest report from the platoon level, to the Arrest Case Officer, to the District Attorney's Office.
 - (b) The dates and times for all actions he/she takes in presenting the case file to the District Attorney's Office.
9. A separate buck sheet should be generated for each A-Case.
10. The arrest report, including all existing supplemental reports and required documentation, shall be submitted to the District Attorney's Office within seven (7) days from the date of arrest, excluding weekends and holidays, with the buck sheet attached.
11. When the District Attorney's Office completes and signs the Buck Sheet form, the A-Case officer should obtain the Buck Sheet and retain it in the case file.
12. After consulting with the District Attorney's Office, the A-Case Officer shall obtain a receipt for each arrest case submitted.

13. The receipt shall be placed in the case file along with the Buck Sheet.
14. A copy of the receipt and Buck Sheet shall be forwarded to the A-Case Officer's District / Division Commander for the NOPD case disposition classification.
15. Once the A-Case Officer's Commander completes the NOPD case disposition classification of the case file, a copy of the case receipt and Buck Sheet shall be forwarded to the A-Case Officer and retained in the case file.
16. The A-Case Officer is required to collect the Screening Action Form (SAF) from the District Attorney's Office and maintain it in the case file. If the SAF for an A-Case cannot be located within the District Attorney's Office, the A-Case Officer shall notify the Chief of Screening in writing of this fact. A copy of this notifying correspondence shall be placed in the case file. Once the SAF is obtained it shall be placed in the case file.

NARCOTICS CASES AND SCIS (CRIME LAB)

17. In all narcotics arrest cases, the Scientific Criminal Investigations Section (Crime Lab) shall present the narcotics lab report(s) to the A-Case Officer within three working days of submission to the lab for testing.

ISB AND SPECIALIZED INVESTIGATIONS

18. All arrest cases made by the Investigations and Support Bureau (ISB) and specialized investigations cases (i.e. homicide, sex crimes, child abuse, etc.) shall be presented for screening with the District Attorney's Office by the principal case investigator.

DELINQUENT CASES

19. If an arrest case has not been completed and receipted by the District Attorney's Office within (30) days of the arrest, the principal case investigator or A-Case Officer shall notify his District / Division Commander and Bureau Chief by departmental interoffice correspondence (105) no less than (15) days prior to the case's 701 date (See: **La. C. Cr. P. Art. 701**).